

<http://www.txetests.com/acc>

Online Accommodation Request Form Training

January – December 31

2016

This document is intended to train district staff to use the online system to submit Accommodation Request Forms for Type 2 accommodations for students taking STAAR, STAAR Spanish, STAAR A, STAAR L, and TELPAS. The online form also applies to accommodation requests for students taking TAKS. Refer to the *Directions for District Coordinators, Campus Coordinators, and Test Administrators – TAKS* for policies related to TAKS accommodations. Screen shots of the online system are provided along with specific information regarding each step of the submission process. If any questions arise during the submission process, the district testing coordinator should contact TEA's Student Assessment Division at 512-463-9536 and ask to speak with a member of the Accommodations Task Force.

Online Accommodation Request Form

- There are several steps to submitting an accommodation request through the online system. It is important to read and complete each step in its entirety before moving to another step.
- In order to complete the request form, the district staff member (e.g., teacher, counselor, district testing coordinator) who is filling out the online request must have student-specific information readily available DURING the process. If applicable, have each student's:
 - Individualized Accommodation Plan (IAP), Individualized Education Program (IEP), or other applicable documentation
 - accommodation request number from previous year
 - previous state and classroom testing results,
 - a list of accommodations the student uses in the classroom, and/or
 - notes from other teachers, counselors, or the student's parents regarding accommodation use.
- The district testing coordinator should be contacted if questions arise before, during, or after this process.
- Accommodation request approvals expire December 31st of the current year.
- **Requests that contain confidential student information will be deleted by TEA and not processed.**
- Within the form you may see:



red exclamation points calling attention to important information



blue question marks which pop-up additional helpful information for completing the form

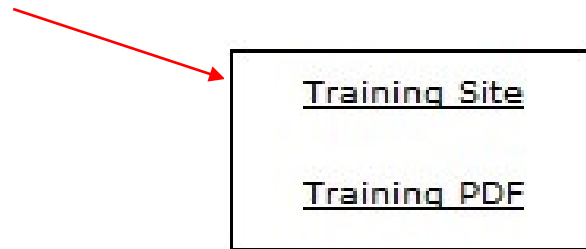
[Accommodation Triangle](#)

underlined links to additional sources of information (links will open in a new browser window or tab)

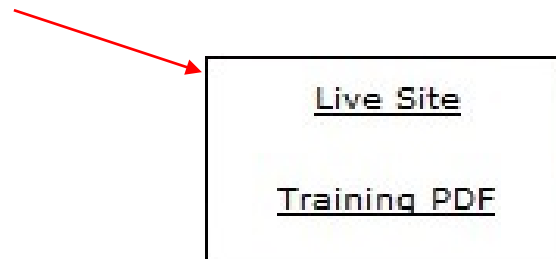
Training Site

For district staff who have never used the online Accommodation Request Form (ARF) or who need to practice using this system, a training site is available. The Training Site can be utilized for training sessions and will not actually send emails to your DTC.

On the first web page of the ARF in the upper left corner is a link box. Click the **Training Site** link to begin a training session. It is important to remember that this is only a training site, and no Accommodation Request Form will be sent.



Please note that the "Training Site" link changes to "Live Site" in order to return to the actual ARF system. Click the **Live Site** link to return to the online system and send an actual accommodation request.



Accommodation Request Form: General Information

Select your district name from the drop down menu.

SELECT YOUR DISTRICT.

Select One

The accommodation request process utilizes e-mail to submit, confirm, and approve/deny requests for individual students.

Refer to the Accommodation Triangle for policies related to accommodations for students with disabilities taking STAAR®, STAAR® Spanish, STAAR® L, and STAAR®A.


Refer to the TEPAS manual for policies related to the accommodations for students taking TEPAS.

Refer to the manual titled *Directions for District Coordinators, Campus Coordinators, and Test Administrators — TAKS* for policies related to the accommodations for students taking the exit level TAKS assessments.

Once a TEA decision has been made, the decision is valid until December 31 of that calendar year. Accommodation requests for retests need to be submitted **ONLY** for new requests or when there has been a change in the student's accommodation needs.

Accommodation requests must be resubmitted each calendar year.

If any questions arise before, during, or after the submission process, the district testing coordinator should contact the TEA Student Assessment Division at 512-463-9536 and ask to speak with a member of the Accommodations Task Force.

 **Do not include confidential student information (e.g., first and last names, PEIMS numbers, social security numbers) in your documentation. Requests that contain confidential information will not be reviewed and will be immediately deleted.**

Accommodation Request Form: General Information

Select the campus for which you would like to make a request.

If you are the district testing coordinator, select **YES**.

If you are a district employee other than the district testing coordinator, select **NO**.

Select the program for which the request is being made. Choose either **STAAR**, **TELPAS**, or **TAKS**.

Click **Go to Next Step**.

The screenshot shows a web form titled "School ISD (777 - 777)". Below the title is a section labeled "SELECT YOUR CAMPUS." with a horizontal line. Underneath is a dropdown menu currently showing "High School (777 - 777 - 777)". Below the dropdown is the question "Is the caller the district testing coordinator?" with two radio button options: "Yes" and "No". Below this is a section labeled "Select a program." with three radio button options: "STAAR®", "TELPAS", and "TAKS". At the bottom center of the form is a button labeled "Go to Next Step".

Accommodation Request Form: Contact Information

All of the contact information for the district and campus you have chosen will be displayed.

- If you selected **YES** on the previous screen (you *are* the district testing coordinator), information for the “Submitter” will be pre-populated.
- If you selected **NO** on the previous page (you *are not* the district testing coordinator), you must enter your information in the spaces provided.

CONTACT INFORMATION

District School ISD

County/District/Campus Number 777 - 777 - 777

Campus High School

Telephone (325) 123 - 4567

SUBMITTER (YOUR NAME)

First Name:

Last Name:

Title:

Phone: () - ext.

Email:

DISTRICT TESTING COORDINATOR

First Name: John

Last Name: Smith

Title: District Testing Coordinator

Phone: (325) 123 - 4567 x8901

Email: john.smith@schoolisd.org

Accommodation Request Form: Accommodation(s)

- Make a selection from each of the drop down menus. The options in each menu may change based on selections you made in other menus.
- To choose multiple accommodations hold down the control key ("apple" key on Macs) as you click.

ACCOMMODATION(s) ?

Once you begin making selections, some options will become unavailable. To reset all selection options, click the "Clear Boxes" button above. If this student needs accommodations for other subjects and/or for a different assessment program, click the "Add Administration" button. Your current selections will be preserved. Make your selections for the additional administration(s) using the same select boxes. The Accommodation Request Form will accept up to 5 different administrations for one student.

Testing Year:

Month of Administration: ?

Program:

Assessment Level:

Student's Enrolled Grade:

Subject:

Accommodation(s): ?

? Other as an accommodation

To select multiple accommodations, hold down the "Ctrl" key ("apple" key on Macs)

ONE STUDENT WITH MULTIPLE SUBJECTS? CLICK ADD ADMINISTRATION. ONE STUDENT - ONE REQUEST - MULTIPLE SUBJECTS!!!

administration-subject_1

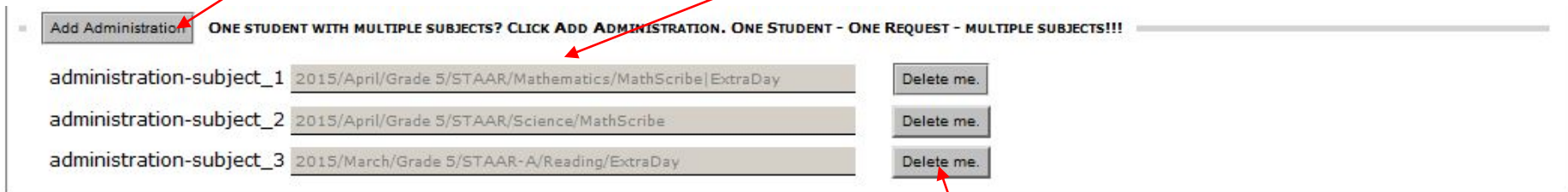
- If you make a mistake or would like to start over, click on the **Clear Boxes** button and begin your selections again.
- If the accommodation that you need to request is not in the list, contact the district testing coordinator and/or TEA for further guidance.

Accommodation Request Form: Accommodation(s)

After you have made selections from each menu, the information will appear in the space labeled “administration-subject_#”. You cannot edit this text. If you need to change what you have selected, click on a different selection. If you want to delete the entire administration-subject selection, click the button to the right that says **Delete me**.

The **Add Administration** button will allow the user to add additional selections for the same student.

This information shows the user the previously entered administration selections and the current administration selection.



The screenshot shows a form interface for adding and managing accommodations. At the top left is a button labeled "Add Administration". To its right is a warning message: "ONE STUDENT WITH MULTIPLE SUBJECTS? CLICK ADD ADMINISTRATION. ONE STUDENT - ONE REQUEST - MULTIPLE SUBJECTS!!!". Below this, there is a list of three entries, each consisting of a label on the left and a text box on the right. The labels are "administration-subject_1", "administration-subject_2", and "administration-subject_3". The text boxes contain the following text: "2015/April/Grade 5/STAAR/Mathematics/MathScribe|ExtraDay", "2015/April/Grade 5/STAAR/Science/MathScribe", and "2015/March/Grade 5/STAAR-A/Reading/ExtraDay". To the right of each text box is a button labeled "Delete me.". Red arrows point from the explanatory text blocks to the "Add Administration" button, the warning message, and the "Delete me" button for the third entry.

Label	Text Box Content	Action Button
administration-subject_1	2015/April/Grade 5/STAAR/Mathematics/MathScribe ExtraDay	Delete me.
administration-subject_2	2015/April/Grade 5/STAAR/Science/MathScribe	Delete me.
administration-subject_3	2015/March/Grade 5/STAAR-A/Reading/ExtraDay	Delete me.

The **Delete me** button will allow the user to delete an incorrectly entered administration or a duplicate entry.

Accommodation Request Form: Eligibility Criteria and Rationale

For each accommodation requested, you must check all applicable boxes to determine if the student meets the eligibility criteria. If the required boxes are not checked, you will be not be able to submit the request.

The student must meet these eligibility criteria.

ELIGIBILITY CRITERIA AND RATIONALE

EXTRA DAY (Check all student eligibility criteria that apply.)

Submit an Accommodation Request Form to TEA if the student

- ☐ routinely and effectively uses this accommodation during classroom instruction and classroom testing,
- ☐ is unable to effectively use other accommodations or any allowable test administration procedures or materials to address this need, and

MEETS AT LEAST ONE OF THE FOLLOWING:

- ☐ The student has a severe impairment in vision (e.g., uncorrected vision, nystagmus, qualifies for special education services with a Visual Impairment [VI]). This includes students who take the braille test and require an extra day.
- ☐ The student has a severe behavioral or emotional disabling condition, the manifestation of which makes him or her unable to continue working for a prolonged period of time or during certain times of the day.
- ☐ The student has a severe physical disability or medical condition that limits the amount of time the student is able to continue working due to severe fatigue or decreased energy and stamina.
- ☐ The student is identified with an autism spectrum disorder and will be unable to complete the assessment in one day due to severe behavioral and/or emotional reactions that cannot be appropriately managed without an additional day of testing.

In addition, the student must meet at least one of these eligibility criteria.

Accommodation Request Form: Eligibility Criteria and Rationale

For each Type 2 accommodation request, specific information must be included in the rationale section of the Accommodation Request Form. This information will be the objective evidence used by TEA to determine whether or not the accommodation is approved for use on a state assessment. It is very important to address each bullet in detail in your rationale.

THE SPECIFIC INFORMATION BELOW MUST BE PROVIDED AS THE RATIONALE ON THE ACCOMMODATION REQUEST FORM.

- Describe the disability that prevents the student from completing the test within the prescribed time limit. Be specific about the characteristics of the condition, symptoms, and level of severity the student experiences. Phrases like "severe fatigue" and "shuts down" are not sufficient. The description should be student specific and individualized.
- Explain how the provision of an Extra Day accommodation has proven effective.
- Does the student require frequent breaks? How long are the student's breaks? How often are the student's breaks? How much work does the student accomplish during periods of productivity?
- Does the student have an alternate school schedule or location (e.g., attends school only two hours a day, is hospitalized, is homebound, has academic work in the A.M. and social skills in the P.M.)?
- What allowable test administration procedures or materials or Type 1 accommodations have been tried, and what is the student's level of success with these? Why are they not effective?
- Describe what has been done to accommodate the student's needs in previous years. If the student was approved to receive this accommodation in previous years, include the Accommodations Request Form ID number(s).

If the student received this accommodation in a prior year, provide the Request ID number and the effectiveness of the accommodation within your rationale.

Enter the Rationale in the textbox below.

Character Count 0 (Max. 3000 characters)

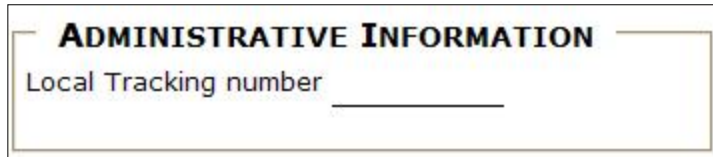
For additional information, see [Accommodation Request Process For Type 2 Accommodations](#).

Do not include actual names in your rationale. We suggest you replace student names with 'the student'. If you want information from a prior request to be considered with this new request, you must include any prior year request ID(s) within this rationale.

Whenever you reference previous accommodation requests, make certain that you include that Request ID number within your rationale. The Request ID number is found on the request confirmation and in the accommodation request decision notification email to the district test coordinator.

Accommodation Request Form: Administrative Information

You may enter a “Local Tracking number.” This number is for local use only and allows districts to keep track of accommodation requests within the district. Do not use a student’s SSN or PEIMS number, as this is confidential information. TEA does not use the local tracking number, but it will print on your confirmation page along with a separate accommodation Request ID. When district personnel contact TEA, we will need the Request ID number to locate a request.



The screenshot shows a form titled "ADMINISTRATIVE INFORMATION" in bold. Below the title, there is a label "Local Tracking number" followed by a horizontal line for text entry.

Accommodation Request Form: Supporting Documentation

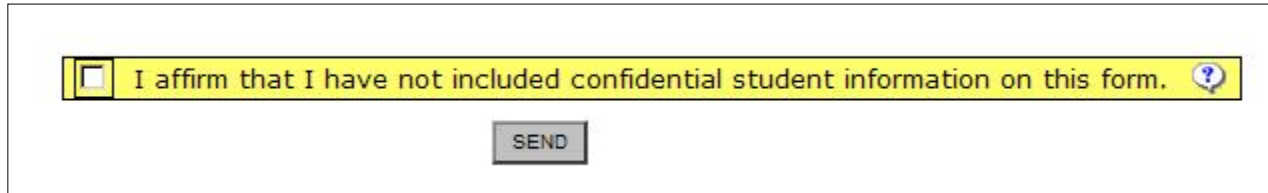
You may submit supporting documentation regarding the student and/or the accommodation(s) requested. Confidential student information, such as pages from an IEP or medical documents, should never be included. There is a 3 file maximum, and you should limit each file to 4 MB or less. If more than one attachment is necessary, click the **Add Attachment** button.



The screenshot shows a form titled "SUPPORTING DOCUMENTATION" in bold. To the right of the title is a help icon (a question mark in a circle). Below the title, there is a button labeled "Add Attachment". Below this, there is a text input field with the placeholder text "filename_1" and a "Browse..." button to its right.

Review the form carefully to make sure you have entered all relevant information.

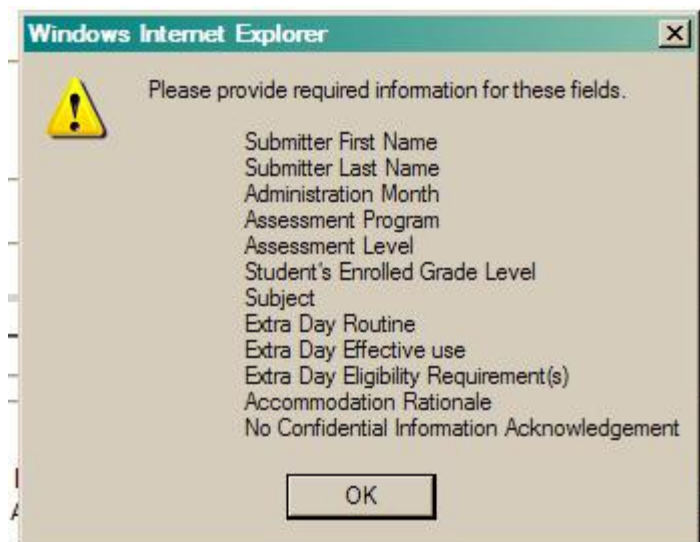
Click the checkbox to confirm that you have not included confidential student information.
Click the **SEND** button. This will take you to the confirmation page.



A screenshot of a web form's bottom section. It features a yellow horizontal bar containing a checkbox on the left and the text "I affirm that I have not included confidential student information on this form." followed by a small blue question mark icon on the right. Below this bar is a gray button with the word "SEND" in black capital letters.

Accommodation Request Form: Error Message

If any required information is missing from the request form, you will see an error message identifying the missing information. Scroll up and add the information, and then Press the **SEND** button again.



Accommodation Request Form: Confirmation

This confirmation page contains a summary of all the information you entered. At this time, a Request ID is assigned by TEA. You will need this Request ID if you contact the district testing coordinator or TEA about the request. Please note that this confirmation page is NOT an approval of the request. It is recommended that you print this confirmation page for your records.

If you need to enter another request, click on **Make another request**.

[Make another request](#) [Print](#)

Accommodation Request Form Confirmation

This page confirms that you have completed the process for requesting an accommodation. An email has been sent to your district testing coordinator.
Once the Accommodation Task Force receives verification from your district testing coordinator, your request will be processed.

Request ID: 1234567

Your local tracking number is: 9999